



**FRED LONGWORTH**  
HIGH SCHOOL

# Attendance Policy

January 2024

**This Policy was approved by:**

**The Board of Trustees: January 2024**

**Date for Review: January 2025**

## Rationale

Fred Longworth High School (FLHS) is committed to providing a full and efficient education to all students and embraces the concept of equal opportunities for all.

We believe that regular school attendance is the key to enabling children and young people to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Our school recognises that attendance is a matter for the whole school community. Our attendance policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and inclusive learning. This policy also takes into account the Human Rights Act 1998, the Equality Act 2010 and the Race Relations Act 2000. This policy works in partnership with the Children Missing Education Policy, and is in line with the Keeping Children Safe In Education (KCSIE) 2023 guidance.

We will endeavour to provide an environment where all students feel valued and welcome and we will consistently work towards a goal of 100% attendance.

Every opportunity will be used to convey to students and their parents/carers the importance of regular and punctual attendance.

## Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.
- The Education (Pupil Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, one at the start of the morning session and then again during the afternoon session.
- DfE Guidance 'Working together to improve school attendance' September 2022.

- The register must record whether the student was:
  - Present
  - Absent
  - Present at approved educational activity, or
  - Unable to attend due to exceptional circumstances

## **Roles and responsibilities**

FLHS believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, students and the wider school community.

### **The Board of Trustees**

The Board of Trustees is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher/senior staff to account for the implementation of this policy. The Board of Trustees will:

- Ensure that the importance and value of good attendance is promoted to students and their parents
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with
- Ensure that attendance data is reported to the Local Authority or Department for Education as required and on time
- Ensure that the school has clear systems to report, record and monitor the attendance of all students, including those who are educated off site.
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions
- Ensure that the attendance policy is implemented in line with KCSIE 2023

### **The Leadership Team**

#### **The Headteacher**

The Headteacher Mr Davies has responsibility for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary

## **The Senior Leadership Team (SLT)**

The Deputy Head Teacher Mr Whalley is the SLT Attendance Lead with the support of the Assistant Head Mrs Waring.

The SLT:

- Actively promote the importance and value of good attendance to students and their parents
- Form positive relationships with students and parents
- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all students to attend and to achieve
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
- Ensure that all staff are aware of the Attendance Policy and are adequately trained to address attendance issues
- Ensure that the Registration Regulations, England 2006 and other attendance related legislation is complied with
- Return school attendance data to the Local Authority and the Department for Education, as required and on time
- Report the school's attendance and related issues through termly reporting to the Board of Trustees
- Ensure the systems to report, record and monitor the attendance of all students, including those who are educated off site are implemented
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions
- Develop a multi-agency response to improve attendance and support students and their families, working with the LA Lead Attendance Officers
- Support Heads of Year and the Attendance Officer with decisions relating to unauthorised absence

## **The Attendance Officer**

The school attendance officer Ms Rea:

- Monitors attendance data across the school and at an individual student level
- Reports concerns about attendance to the Deputy Headteacher/Heads of Year
- Works with The Local Authority to tackle persistent and severe absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises SLT when to issue fixed-penalty notices
- Takes a key role in weekly attendance meetings with HoY/SLT

## **Heads of Year**

- Actively promote the importance and value of good attendance to students and their parents, including implementing strategies to reward good attendance
- Form positive relationships with students and parents
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all students to attend and to achieve
- Implement systems to report, record and monitor the attendance of all students, including those who are educated off-site
- Analyse attendance data to identify causes and patterns of absence
- Contribute to the evaluation of school strategies and interventions
- Work with other agencies to improve attendance and support students and their families, through the Early Help process
- Assist the Attendance Officer in decisions regarding Unauthorised absence
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

## **Class teachers/form tutors**

- Class teachers/form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office
- Form tutors will promote good attendance through the use of BEST Attendance strategies
- Form tutors will encourage all students to have good/excellent attendance
- Class teachers and form teachers hold students to account for their punctuality to lessons and deal with lateness to their forms and classes, working in conjunction with Heads of Faculty and Heads of Year

## **Parents/Carers. We request that all parents and carers will:**

- Talk to their child about school and their educational development. Take a positive interest in their child's work and educational progress
- Instil the value of education and regular school attendance within the home environment
- Write to school with sufficient notice to request an authorised absence
- Encourage their child to look to the future and have aspirations
- Contact the school if their child is absent to let them know the reason why and the expected date of return. Follow this up with a note where possible
- Try to avoid unnecessary absences. Wherever possible make appointments for the doctors, dentists etc. outside of school hours
- Ask the school for help if their child is experiencing difficulties
- Inform the school of any change in circumstances that may impact on their child's attendance
- Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home

- Encourage routine at home, for example, bed times, homework, preparing school bag and uniform the evening before
- Avoid taking their child on holiday during term-time
- Ensure that all school days are viewed as important and support the school with this area

## **Recording attendance**

### **Attendance register**

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and at the start of every lesson – periods 1 to 5 and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

See appendix 1 for the DfE attendance codes.

Students must arrive in school by 8.30am on each school day.

The register for the form period (first session) will be taken at 8.35am. The register for the second session (p5) will be taken at 2.00pm (WkB 1.00pm).

### **Categorising absence**

Where students of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

- Absence can only be authorised by the school and cannot be authorised by parents. In the event a child's attendance is a cause for concern, school has the right to request parents to provide medical evidence i.e. medical card or prescription to support these absences.
- Parents should advise the school by telephone on the first day of absence and provide the school with an expected date of return. This should be followed up in the form of a written note from the parent/carer though verbal explanations may be acceptable where this is considered appropriate. Alternative arrangements will be agreed with non-English speaking parents/carers. In the failure of this procedure and following three days of absence and no communication a welfare check will be undertaken by a member of the Attendance Team.

## **Absence will be categorised as follows:**

### 1. Illness

In most cases a telephone call or a note from the parent informing the school that their child is ill is acceptable. Parents will be asked to provide medical evidence where there are repeated absences/low attendances. This will usually be in the form of an appointment card, prescription etc.

### 2. Medical/Dental appointments

Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, students should attend school for part of the day. Students should show the appointment card to school.

### 3. Other Authorised Circumstances

This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement, visiting a parent in prison or part time timetable agreed as part of a re-integration package.

### 4. Excluded (Alternative provision made)

Exclusion from attending school is counted as an authorised absence. The child's Head of Year will make arrangements for work to be sent home. Where alternative provision is made, the student will be marked as present.

### 5. Study Leave

Study leave may be granted for Year 11 students approaching GCSE examinations. The school will offer in school study programmes during this period to reduce absence levels.

### 6. Family Holidays and extended leave

Amendments to the Education (pupil registration) (England) (Amendment) Regulations 2013, school are to remove references to family holiday and extended leave and also remove statutory threshold of ten school days.

**We strongly discourage parents from requesting time for holidays in term time and requests will, in the vast majority of cases, be refused. Absence of this nature will be recorded as unauthorised unless there are exceptional circumstances to support this.**

Parents wishing to take their child on holiday during term time must send written notice to inform the Head teacher before holiday arrangements are made and at least two weeks prior to the proposed holiday. If the permission to take leave is not granted the student still goes on holiday, the absence will be **unauthorised**.

Any unauthorised absence will be considered for an Education Penalty Notice (Fine).

Students who go on unauthorised holidays during term time will not be allowed to attend the Leavers' Ball (at the discretion of the HOY/Headteacher).

## 7. Approved Extra-Curricular Activities

Where a student requests absence during school time for an extra-curricular activity, all applications for absence will be considered at the discretion of the Attendance Officer/Head of Year. On occasions this may be referred to the Head teacher/Pastoral Deputy Head. A student's previous attendance level and absence record from school will be taken into account in these situations.

## 8. Religious Observation

FLHS acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance. One day's absence should accommodate this request but no more than 3 per year.

## 9. Punctuality

Arriving late after the register is closed. All students must arrive to school in time for registration which commences at 8.35am. The first bell will sound at 8.32am with a second bell at 8.35am – at this point all students should be at their designated line up area. If a student arrives after this time without a justifiable cause, they will be recorded with a 'L' late mark. Students arriving after 9:05am will be recorded with a 'U' unauthorised absence unless a sufficient reason for lateness is given.

The absence will be recorded as **unauthorised** if the student has arrived late without justifiable cause.

Unauthorised absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school.

The Attendance Officer and Heads of Year will investigate absence where there is a trend of absences, for example if three or more 'collapsed timetable' days are missed, and in these circumstances the school may decide to unauthorise such absences.

With Year 11 students, currently students are allowed off site at lunchtimes provided that a range of criteria are met and written consent is gained from parents/carers. Good punctuality is one of these. Students who turn up late for school are not allowed off site at lunchtimes – it is a privilege not a right for students to be off site. Students must return to school by 1.55pm each day.

From Easter 2023 any student who is late for school and/or a lesson without a genuine reason will be issued with a 30 minute after school detention. This will take place on the same day if this occurs on Mondays, Wednesdays or Fridays. If a student is late to school and/or a lesson on Tuesdays or Thursdays, they will attend a 30-minute detention on the next available day (Wednesday or Friday). If a student misses their original detention, they will be given a one hour detention at the next available detention, and the student will be collected for their detention by their Head of Year. If a student has a genuine reason to allow them to miss an after school punctuality detention, parents will need to inform the relevant Head of Year. If agreed, the student would then serve their detention on the next available after school slot. If a student decides to self-exit from a 60 minute detention having been collected by a member of staff, they will face a suspension from school and parents will be required to attend a meeting in school.



## Reducing persistent absence

A student will be considered to be persistently absent (PA) if they are absent for 10% or more of school sessions in an academic year i.e. the student has 90% and below attendance.

### **90% or lower – the school will implement a range of strategies including the following:**

- The Attendance Officer will contact parent/student and invite into school to complete an attendance contract. Absences will be analysed and referred through to Legal Enforcement Team/ Startwell when appropriate
- Referral to our LA Attendance Officer
- An Early Help referral may be made if appropriate
- Meetings will take place with the SLT lead where appropriate
- Attendance panels inviting parents and students

### **50% or lower**

- In line with the DFE guidance 2022 the school will work with the LA to put together multi-disciplinary attendance action plans for each student whose attendance is below 50%. We buy into the LA Attendance Service and our Lead Attendance Officer meets with us each half term. All students with below 50% attendance will have an attendance action plan.

## Legal Sanctions

**Prosecution** where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child; if he/she is a registered student at a school and is of compulsory school age, then they are guilty of an offence.

A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months.

Alternatives to Section 444 prosecution are Parenting Contracts, Penalty Notices or an Education Supervision Order.

**Parenting Contracts** (Anti-Social Behaviour Act 2003). A parenting contract is a voluntary agreement between school and the parent, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.

The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly.

The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.

Parenting Contracts will be used in accordance with Wigan Council Parenting Contract Protocol.

## Penalty Notices

Section 23 of the Anti-Social Behaviour Act 2003 empowers designated LA officers, Head Teachers and Police to issue Education Penalty Notices in cases of unauthorised absences from school. The Education (Penalty Notices) (England) regulations 2004 came into force on 27<sup>th</sup> February 2004 and were amended in the Education (Penalty Notices) (England) (Amendment) Regulations 2013.

A Penalty Notice may be issued in the following circumstances:

- Unauthorised absences
- Holidays taken during term-time
- Persistent late arrival to school (after the register closes at 9:05am)

Penalty Notices will be used in accordance with Wigan Council's Penalty Notice Protocol.

## Strategies for promoting attendance

We are proud of our attendance but to make it even better last year we introduced the BEST Attendance Tracker. The **BEST Attendance Tracker** is shared with every class each week and discussions take place accordingly. Teachers monitor the attendance in their class carefully and any concerns are referred directly to Ms Rea. The attendance tracker allows us to review every child's attendance weekly so that we can provide support and find positive solutions. Each week SLT/Heads of Year and Ms Rea meet to discuss EVERY STUDENT whose attendance has dropped over the previous week. Actions are agreed involving form tutors, Heads of Year and SLT. We use the Attendance Diamond to promote good attendance and weekly celebrations of success and improvements take place in form time.

Each term a range of attendance reward strategies are used, which include but are not limited to:

- Letters and Postcards home/praise via 'Freddies Focus on The Stars'
- Celebration Breakfasts with the Head of Year
- Rewards trips (good attendance is one of the criteria)
- Certificates/badges

Good attendance and punctuality is one of the criteria set to enable students to attend the end of Year 11 Leavers' Prom.

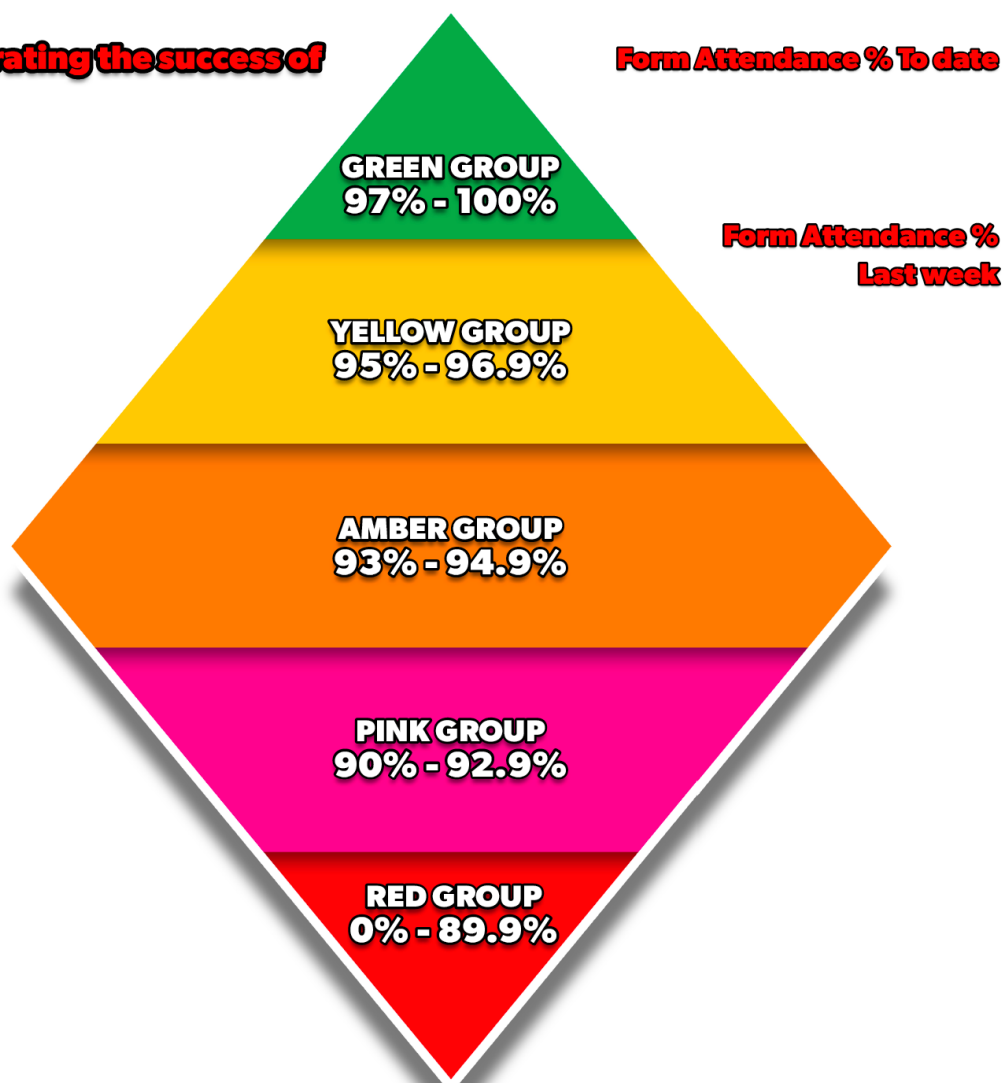
# BEST Attendance Diamond

**FRED LONGWORTH**  
HIGH SCHOOL



**Celebrating the success of**

**Form Attendance % To date**



## ATTENDANCE GROUPS

<b>GREEN</b>	<b>BEST CHANCE OF ACADEMIC SUCCESS</b>
<b>YELLOW</b>	<b>RISK OF UNDERACHIEVEMENT</b>
<b>AMBER</b>	<b>SERIOUS RISK OF UNDERACHIEVEMENT</b>
<b>PINK</b>	<b>SEVERE RISK OF UNDERACHIEVEMENT</b>
<b>RED</b>	<b>EXTREME RISK - PERSISTENT ABSENTEE</b>

# Attendance Matters

**100%****0 DAYS****0 LESSONS MISSED****99%****1 DAY****5 LESSONS MISSED****98%****3 DAYS****15 LESSONS MISSED****97%****1 WEEK****25 LESSONS MISSED****96%****1.5 WEEK****37.5 LESSONS MISSED****94%****2 WEEKS****50 LESSONS MISSED****93%****2.5 WEEKS****62.5 LESSONS MISSED****92%****3 WEEKS****75 LESSONS MISSED****90%****3.5 WEEKS****82.5 LESSONS MISSED**

**Maximise your potential.  
Attend School every day.**

## **Attendance monitoring**

The attendance officer at our school monitors student absence on a daily basis.

A student's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health. The parent/carer is expected to call the school each day their child is ill.

The school will contact the parent/carer on a daily basis if no reason for absence is provided.

If a student's absence continues to rise after contacting their parent/carer, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a student's individual overall absence rate is greater than or equal to 10%, the student will be classified as a persistent absentee.

The severe absence threshold is 50%. If a student's individual overall absence rate is greater than 50%, the student will be classified as a severely absent student.

Student-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing body.

## **Safeguarding**

School recognises that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

FLHS also recognises that some students are more likely to require additional support to achieve good attendance, for example, those students with Special Educational Needs, those with physical or mental health needs, migrant and refugee students, young carers, Looked After Children, students who suffer domestic abuse or homelessness and those whose parents are in prison.

The school will implement a range of strategies to support improved attendance. Strategies used will include:

- Discussion with parents and students
- Attendance meetings
- Attendance panels
- Early Help Meetings
- Attendance drop in sessions

- Parenting contracts
- Attendance report cards
- Referrals to support agencies i.e. Startwell
- Pupil voice activities
- Friendship groups
- PSHE
- Family learning
- Reward systems
- Time limited reduced timetables
- Additional learning support
- Behaviour support
- Inclusion centre
- Reintegration support packages

Support offered to families will be child centred and planned in discussion and agreement with both parents and students.

Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs FLHS will consider the use of legal sanctions.

FLHS will follow Wigan Council Safeguarding Children Missing Education Protocol when a student's whereabouts is unknown.

## **Truancy**

Truancy is a safeguarding and behavioural issue and any students who truant lessons will be dealt with in line with our policies. Students will initially be dealt with by their Head of Year and parents will be contacted. The reasons for truancy will be investigated. Students will be issued with an appropriate consequence, which will usually involve the use of catch-up detentions or Internal Exclusion. Students who regularly truant lessons will be referred to The Pastoral Deputy Head.

## **Monitoring arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by Mr J Whalley Deputy Head. At every review, the policy will be approved by the Board of Trustees.

## **Links with other policies**

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour Management policy

- Children Missing Education policy
- Anti-bullying policy

### **Appendix I: attendance codes**

The following codes are taken from the DfE's guidance on school attendance.

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>/</b>	Present (am)	Pupil is present at morning registration
<b>\</b>	Present (pm)	Pupil is present at afternoon registration
<b>L</b>	Late arrival	Pupil arrives late before register has closed
<b>B</b>	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
<b>D</b>	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>J</b>	Interview	Pupil has an interview with a prospective employer/educational establishment
<b>P</b>	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
<b>V</b>	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
<b>W</b>	Work experience	Pupil is on a work experience placement

	Definition	Scenario
<b>Authorised absence</b>		
<b>C</b>	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence



<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed
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<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## **Appendix 2**

### **ATTENDANCE SUMMARY PARENTS / CARERS**

**Parents /Carers have a responsibility to contact School on their child's first day with an explanation of absence:**

#### **Absence Line: 881 986**

**Please ensure you notify School of any changes to emergency contact numbers.**

- **School has a clear Attendance Policy. School make the decision to authorise absence. In certain cases medical evidence will be requested. Wherever possible please avoid medical/dental appointments during school hours.**
- **If NO message is received on day one of absence the Attendance Officer, Ms J Rea will operate an absence notification message. It is imperative you contact School on day one with a reason for your child's absence.**
- **If a student continues to be absent for a period of time with no explanation given, the school will consider a home visit undertaken by Ms Rea along with Mrs Bailey/Mr Whalley or the relevant Head of Year. Weekly meeting take place to discuss all students in each year group where these decisions are made.**
- **Parents are notified of their child's attendance regularly i.e. Parents' evening, interim reports and on-line reporting/parents apps.**
- **If your child's attendance becomes a cause for concern, a letter will be emailed or posted to the child's home address. Parents/carers may be invited to an Attendance Meeting in School with our Attendance Officer. A home visit may also be undertaken.**
- **Unauthorised absences may result in a penalty notice being issued/ legal court proceedings.**

**If you have any concerns regarding your child's attendance, please do not hesitate to contact the attendance team on the above absence line.**